

approved 4/16/14

**Minutes of the Oglethorpe County Library  
Board of Trustees Meeting  
January 16, 2014**

**Present:** Miriam Shook, Alice Hughes, Tom Gresham, Donna Boggs, Kate DeWolf, Jean Westmacott, Brenda Moody, Assistant Director of Extension Services Donna Brumby, Sam Nash, Katie Baldwin, and Chairwoman Jean Westmacott

**Members Not Present:** Howard Shapiro

**Call to Order:** Jean Westmacott

**Approval of October 2013 Minutes:** Motion by Tom Gresham 2<sup>nd</sup> Sam Nash

**Public Input:** none

**Friends of the Library:** Please refer to the third and fourth page of the Branch Manager's Report.

**Branch Manager's Report:** Please see attached Branch Manager Report.

**Regional Reports:** (Green Sheet) Donna reported that we are half way through the year and our revenues and expenditures should be at 50%. Our expenditures are at 50% but our revenues are at about 40% due to the fact that we have not received funding from the BOE or the City of Maxeys. Donna reminded the Board that the telephone expenditures will remain over budget until we receive the reimbursement e-rate check. She did remind members that any questions that they have concerning the budget may be directed to Business Manager, Mamie, at the main branch. Sam did inquire that the BOE generally pays around this time of year and Donna responded that generally they, as well as the cities, pay after they have collected the taxes. Jean inquired as to the possibility of using the reserve money to budget an increase in wages since we do have a healthy reserve account. However, Donna explained that it is difficult to budget salaries from the reserve because once you use the funds; it is gone and will no longer be available for the salaries in the next fiscal year. She stated that is ideal to budget salaries from a guaranteed revenue source for the year. Donna did state that some of the libraries have had to use their reserve account as a revenue line in order to purchase yearly expenditures.

**2014-2018 Strategic Plan:** Donna explained that the white sheet titled Library Service Responses gives a short description of services that libraries offer and gave Board Members time to read over the information. She let them know that they would individually select three or four options that they feel is most important to this community and then that is what we will budget for, focusing on creating job descriptions and library services fitting these needs. She also indicated the Board Member responses would be combined with the Strategic Planning Committee responses and public input answers and this would create the final top three or four that we will then focus on.

**Review of Meeting Room Policy:** Jean reported that she and Brenda Moody met and also spoke with Tom on the phone regarding reviewing the current meeting room policy in the hopes of figuring out how the meeting room could generate some additional funds for the library. Jean read the committee meeting minutes to the Board with possible revisions to the policy for the Board's consideration. Tom Gresham made a motion to edit the existing meeting room policy to include two tiers of usage: \$5.00 for 1-4 hours and \$10.00 for 4-8 hours. 2<sup>nd</sup> by Brenda Moody. The revision was unanimously approved. Donna Brumby will update the meeting room policy and Tiffany will update the meeting room reservation form. The changes to the policy will take effect as soon as these forms are updated.

**Next Meeting:** Wednesday, April 16, 2014 at 4:00pm

**Adjournment:** Tom Gresham made motion, 2<sup>nd</sup> by Donna Boggs and meeting was adjourned.

approved w/  
corrections noted  
7/16/14

**Minutes of the Oglethorpe County Library  
Board of Trustees Meeting  
April 16, 2014**

**Present:** Jean Westmacott, Tom Gresham, Howard Shapiro, Alice Hughes, Kate DeWolf, Miriam Shook, Donna Brumby

**Not present:** Donna Boggs, Brenda Moody, Sam Nash, Katie Baldwin

**Call to Order:** Jean Westmacott @ 4:01 p.m.

Approval of January 2014 minutes: Motion by Tom Gresham, second by Howard Shapiro  
Public Input: None

**Announcements:** Jean commended the Athens Clarke County Library staff for their help during Tiffanie's absence. The library was able to maintain regular operating hours and Tiffanie will be returning on May 5th. Travis was particularly helpful, doing what was necessary during the difficult weather we had in February.

**Branch Manager's Report:** Please see attached Branch Manager Report for details. Jean noted that the Materials Checkout numbers were up from last year during the same quarter. Some of the lower numbers in the report may reflect the additional days the library was closed due to inclement weather. Computer numbers were lower, but those may rise when the internet speed is increased. Ebooks remain popular. Howard noted the significantly lower number of visits from 2013 and the committee discussed the possibility of the lower numbers being a result of reduced programming due to the library being short-staffed.

**Friends of the Library:** No official report was made. Present members estimated the profit from the book sale to be \$500+. It was reported to be the highest revenue to date.

\$597.50 This year's total

**Financial Report:** Expenditures are on target. The amount of revenue for the Oglethorpe County Commissioners has not reflected the expected amount. Donna will ask Marnie to look into the situation. We did not budget anything from the reserve fund this year.

**Director's Report:** Please see attached Director's Report for details. Donna reported that Kathryn has expressed disappointment in the lack of progress on legislative issues over the course of this year. It was noted that the lack of funds for purchasing new materials is significant. Regarding the use of internet, the state library will no longer be managing the network and districts will be taking over the responsibility. Internet filters will no longer be handled by the central library system; local boards will decide on filtering levels. The new bandwidth will be a significant improvement and most patrons will notice the difference.

**Friends of the Georgia Library:** A meeting and workshop will be held on April 25, 2014 at the ACC Main Library Branch.

**Results of the Oglethorpe County Library Patron Survey:** 95 responses were received. Many responses indicate satisfaction with the staff and location.

**Strategic Plan:** Howard offered thanks to those who served on the Strategic Planning Committee. Jean asked the board members to review the service responses and goals and let her know of any comments/questions. Increasing staffing hours is a priority for the OC library as it is necessary in order to achieve many of the other goals set by the committee. Jean will be meeting with Billy Pittard to discuss increasing funding for additional staffing. Donna noted that the Outreach Expenditures for the OC library have not increased over the past 3 years, despite the fact that costs, such as gas and maintenance, have increased for the main ACC library.

**New Business:** Jean would like to ask Katie Baldwin to return to the OC Library Board for an additional term. Judy Arnold has stepped down as the OC Commission Representative and the board will need a new representative. Elizabeth Tanner has been reviewed and approved by the nominating committee.

**Next Meeting:** Wednesday, July 16, 2014 @ 4pm

**Adjournment:** Motion by Tom Gresham, second by Howard Shapiro.

approved 10/15/14

**Minutes of the Oglethorpe County Library  
Board of Trustees Meeting  
July 16, 2014**

**Present:** Chair Jean Westmacott, Kate DeWolf, Alice Hughes, Tom Gresham, Howard Shapiro, Library Director Kathryn Ames, Katie Baldwin, Assistant Director of Regional Services Donna Brumby, Donna Boggs, Branch Manager Tiffany Speed, Brenda Moody

**Members Not Present:** Sam Nash, Miriam Shook

**Call to Order:** Jean Westmacott

**Approval of October 2013 Minutes:** Motion by Tom Gresham 2<sup>nd</sup> Howard Shapiro

**Public Input:** Jean commented that Katie Baldwin had agreed to serve another term. Jean also stated that the Board had previously approved Elizabeth Tanner's application and that she suggested her as the representative for the Board of Commissioners and Commissioner Pittard was supposed to be back in contact with her. Jean stated that she recently dropped off Mrs. Tanner's application and resume at the Board of Commissioners office and that we should hear back from them after their meeting in August.

**Branch Manager's Report:** Please see attached Branch Manager Report.

**Regional Reports:** Mrs. Ames reported that the state is building the list for the 50/50 match Maintenance Repair & Renovation Grant for FY16. She stated that they were allowing us to request more cosmetic repairs as well as structural repairs with the deadline set at August 15, 2014 to get on the preliminary list. Mrs. Ames did suggest the repair of the outside columns of the library. After Jean inquired if Tiffany saw any other issues that should be addressed, Tiffany stated that she and Donna had previously researched the cost of replacing the leaking outside book drop. Mrs. Ames also informed the Board that they did not have to request the 50% match from the county, but could use library reserve funds to match the grant.

(Green Sheet) Mrs. Ames reported that we are at the end of FY14 and we spent \$365.19 over the budget, but we will still be receiving the phone e-rate check, which is an 80% reimbursement for the phone bill, which will put us back in balance. Jean stated she did speak with the wife of Maxeys' Mayor on the phone about the contribution and the city was actually meeting the night that they spoke. Jean stated that the city did approve this year's contribution but refused to pay the previous year due to the fact that Mayor Winkle was not in office during that time. Jean stated that she would speak with Billy in regards to asking the city of Maxeys for an increase for next year's budget. Mrs. Ames also mentioned that she had Mamie double check the overage on wages and benefits and that it was accurate and due to the fact that we had to use substitutes during Tiffany's leave but it required the use of a substitute with an employee from Athens which indicates that Tiffany is here and working alone far more than what they would like.

Mrs. Ames reported that the library has contracted a new broadband service provider, Windstream, which will increase our bandwidth from 4.5mb/second to 50mb/second. The upgrade will be active within the next two months. She also indicated that the library will be changing the internet filtering company, but administration has tried to keep the filtering levels the same as what was with the previous company. She encouraged everyone to report anything they feel should be filtered that slips by the new filtering company.

Mrs. Ames stated that Regina Quick will attend the regional Board Meeting tomorrow to discuss the new federal gun law that took place on July 1, 2014. The branch libraries will receive staff training that should be approximately 90 minutes long and the library itself will be closed during these training sessions. Brenda

Moody suggested using UGA for the training as she had a good experience with them while receiving her training for Athens Tech. Mrs. Ames said that she would be in contact with them. She also invited all Board Members to attend the Regional Board Meeting at 3:30pm tomorrow in they would like any additional information regarding the effects of the new law.

(Yellow Handout) Donna told Board Members about a new wonderful service that the library is now offering titled Zinio, which became available at the beginning of May. This service allows ARLS patrons the opportunity to download and view a wide variety of magazines including current and back issues of magazines such as *Car and Driver* and *Country Living* to *The Economist* and *Seventeen*. Mrs. Ames encouraged all members to try this new free service.

**2014-2018 Strategic Plan:** (Gray Sheet) Donna explained that the sheet virtually looked the same except suggestions of possible strategies of how to address the specific goals were added by herself, Tiffany, and staff members of Oglethorpe County Library. Board Members decided to take the information and wait to adopt it at the next meeting. Mrs. Ames suggested to Jean that the information also be shared with all of the members who served on the Strategic Planning Committee as well. Jean also thought that it was a good idea to share with Commissioner Pittard, the BOE, and the funding cities.

**FY2015:** Jean reported that despite all the efforts to receive increased funding from the county, it was basically rejected. She read the letter that she sent to Commissioner Pittard that accompanied the completed budget worksheet that the BOC had requested to receive no later than June 11, 2014. Jean did report that the library received a small increase of about \$500.00 and Mrs. Ames stated that this amount would cover the mandated increase of Teacher's Retirement. Jean invited Board Members to join her in attending a public comment meeting at the BOC tomorrow morning, July 17, 2014 at 8:00am to help show support for the library.

**Library Hours:** Jean proposed an option to the current budget struggles with a scenario of reduced library hours, eliminating one 12 hour per week part time position, while increasing the hours somewhat of the three other part-time positions and also giving them a slight increase in pay by using the allotted money from the eliminated position to accomplish this proposal (Oglethorpe County Library Staff Weekly Schedule-Minimal Version Sheet). Jean explained that reducing the hours the library was open could either completely eliminate when one library employee is working alone which is currently between 17-19 hours per week or could help to reduce the number of hours down to 6 or 8 per week. Donna presented a daily average usage of library report (Purple Sheet) for Board Members to refer to for the reduction of specific library hours. Brenda agreed that due to the fact that library will be losing an employee at the end of August that now would be the best time to try to eliminate the open position. Tom stated that he was concerned about juggling the library hours more than one time in the next year as well as reducing the hours by such a large amount of 9 hours. Jean again stated that the proposed schedule was just a suggestion and that the reduction would not have to be 9 hours, but reminded members that it would be necessary to think about what they could eliminate in order to accomplish the positive changes for the staffing. Howard was concerned about eliminating the position of the employee who currently holds computer classes. Tiffany responded that the job duties would then shift to another employee in order for the library to continue to have computer instruction. Kate suggested doing a per hour library usage in order to more accurately determine exactly which hours are the least used during current library open hours that way it could more accurately reflect if it would be more beneficial to open later and then stay open later. Brenda inquired as to why Tuesdays are busier than the other days. Tiffany replied that Tuesdays and Thursdays the library is open 11 hours instead of 8 and that Tuesday is also the day when summer reading performances, computer classes, adult book discussions groups and movie nights are held. Donna Brumby informed Board Members that we can schedule staff and programs around whatever library hours they choose. Jean did state that they could choose to try to continue along as they have been doing, but she felt that it was doing the staff a disservice. Howard stated that he would choose just to leave the library as it currently is while Jean disagreed due to the current staffing struggles of low pay and low hours. Howard argued that even with a small increase in



pay and hours that staff would still have low pay and low hours and it may simply place employees in a higher tax bracket. Jean stated that she felt Board Members should make a resolution that people who work for the library should not receive less than a certain amount per hour. Brenda inquired as to the current pay of part time employees which Tiffany replied \$7.70 per hour while Oglethorpe County employees were making \$10 per hour before the current budget was approved that increased the rate of pay for county employees. Jean stated that she had spoken with Commissioner Pittard who indicated that there were no county employees who made less than \$10 per hour. Brenda and Jean stated they felt that giving the part time employees a raise to \$8.00 per hour and increasing their hours to 16 per week would be significant. Tiffany stated that she felt that her employees would be satisfied and be appreciative of the increase. Kate asked Tiffany if employees had to choose between the two increases which did she feel they would rather want to have at this point. Tiffany stated that either one would be significant to them at this point. Jean also stated this proposal would increase the substitute's rate of pay which is currently at \$7.43 per hour. Jean answered Kate's question as to how much do substitutes currently work, with the answer of the current budget allowing 200 hours. Kate also asked Tiffany if a raise would encourage more substitutes to work and Tiffany said she felt they would continue to work regardless of a pay increase. Tom stated that he wanted to do minimal changes to library hours such as closing on Sunday and then changing any of the other hours as little as possible. Jean explained that if members choose only to reduce the open library hours to closing on Sunday when a single person is running the library for 4 hours, it will not eliminate any of the current problems except reduce the current amount of time that library employees spend alone from 17 hours down to 13 hours. Kate and Donna Boggs felt that only closing those four hours would get some attention which could help with funding issues. Howard agreed that for a start only eliminating the Sunday hours would be a start. Tom stated he felt that only closing on Sundays could perhaps tide the library over until the next budget year where he felt sure that Commissioner Pittard would grant the library additional funding. For clarification, Tiffany asked if Board Members were proposing the closure on Sunday for four hours and eliminating a 12 hour per week position which Jean stated that the only way to increase the hours and rate of the current part time positions, would be to reduce staff as well. Mrs. Ames stated that administration would work with Tiffany and Mamie and put together some proposals and send it out to members based on closing on Sunday. She did ask Board Members how they felt about possibly closing on Tuesday and Thursday evenings at 8:00pm which was met with all around agreement by Board Members. Jean inquired as to when would be a good time to make the change of closing, to which Mrs. Ames stated she felt that the beginning of September, Labor Day, would be fine. Jean asked for a motion to approve the adjusted proposal; however Tom and Howard stated they wanted to wait to see the proposals from Mrs. Ames before voting, so Jean inquired if Board Members could vote via email. Board Members agreed to table the vote once the proposals are received.

Brenda wanted to comment on the tremendous amount of hours that Jean put forth to figure out how Board Members could raise the amount of pay for employees as well as all of the meetings she had with Commissioner Billy Pittard, thanking her for all of her efforts. Jean thanked Donna and Kathryn for helping to answer all of her questions while she worked on this budget.

**Board Vacancy:** Jean addressed the status of the open Board Member position during Open Comments.

**Next Meeting:** Wednesday, October 15 at 4:00pm

**Adjournment:** Kate DeWolf made motion, 2<sup>nd</sup> by Donna Boggs and meeting was adjourned.

# OGLETHORPE COUNTY LIBRARY BOARD

## 2014-2015

NAME / CONTACT	APPOINTED BY	TERM EXPIRES	1 <sup>ST</sup> FULL TERM BEGAN
<b>Ms. Phyllis Jackson</b> (retired teacher/ecologist) Co. Comm. 381 Blacksnake Rd. in Arnoldsville, GA 30619 10/14 706-543-2656 706-540-8252 (cell) <a href="mailto:phyljack@yahoo.com">phyljack@yahoo.com</a>		Dec. 31, 2019	01/01/2014
<b>Ms. Alice Hughes</b> (retired) 1042 Parkview Rd. in Winterville, GA 30683 10/2010 706-742-7560 <a href="mailto:sevenosix@windstream.net">sevenosix@windstream.net</a>	Co. Comm.	Dec. 31, 2015	unexpired
<b>Ms. Miriam Shook</b> (media specialist OCPS) Bd. Ed. 169 Bridges Drive in Winterville, GA 30683 10/2010 (706)410-4569 (706)743-8194 <a href="mailto:miriamshook@gmail.com">miriamshook@gmail.com</a>		Dec. 31, 2016	unexpired
<b>Mr. Tom Gresham</b> (archeologist) 154 Timberland Trail in Arnoldsville, GA 30619 10/2006 (706)742-7195 (H) (706) 546-1850 (Work) <a href="mailto:gistom@windstream.net">gistom@windstream.net</a> ARLS Board Representative	Co. Comm.	April 30, 2017	05/01/07
<b>Mr. Howard Shapiro</b> (retired) PO Box 418 in Lexington, GA 30648 7/2011 (706)338-7348 <a href="mailto:ivymaus3@gmail.com">ivymaus3@gmail.com</a> ARLS Board Representative	Bd. Ed.	July 30, 2016	07/01/11
<b>Mrs. Jean Westmacott (Chair)</b> (artist) 59 Oconee Forest Rd. in Stephens, GA 30667 7/1/2011 (706) 759-3798 (H) (706) 372-1334 <a href="mailto:jeanwestmac@gmail.com">jeanwestmac@gmail.com</a> ARLS Board Representative	Co. Comm.	July 30, 2016	07/01/11
<b>Mr. Bill Cabaniss</b> (retired banker) PO Box 710134 in Maxeys, GA 30671 10/14 706-759-3321 706-207-6014 (cell)	Co. Comm.	April 30, 2015	unexpired

# OGLETHORPE COUNTY LIBRARY BOARD

## 2014-2015

NAME / CONTACT <a href="mailto:bcab@windstream.net">bcab@windstream.net</a>	APPOINTED BY	TERM EXPIRES	1 <sup>ST</sup> FULL TERM BEGAN
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<b>Ms. Kate DeWolf</b> (at home parent) 205 Hardwood Rd. in Lexington, GA 30648 8/2013 (706)743-7387 (706)201-3650 <a href="mailto:katedewolf3@gmail.com">katedewolf3@gmail.com</a>	Co. Comm.	Dec. 31, 2018	08/01/13
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<b>Ms. Brenda Moody (Financial Officer)</b> (Customer Relations ATC) 1238 Union Point Rd. in Stephens, GA 30667 12/2010 706-207-9319 <a href="mailto:bmoody1000@aol.com">bmoody1000@aol.com</a> <a href="mailto:bmoody@athenstech.edu">bmoody@athenstech.edu</a>	Co. Comm.	Dec. 31, 2019	01/01/2014
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<b>Ms. Donna Boggs</b> (instructor at UNG) 214 East Church St. in Lexington, GA 30643 6/2012 706-743-5193(H) 706-583-5259(W) 706-338-0420 <a href="mailto:rboggs@windstream.net">rboggs@windstream.net</a>	Co. Comm.	Dec. 31, 2015	unexpired
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<b>Ms. Katie Baldwin</b> (asst. principal OCES) 342 Arnoldsville Rd. In Arnoldsville, GA 30619 6/2012 706-743-8194(W) 706-340-6328 <a href="mailto:kbaldwin@oglethorpe.k12.ga.us">kbaldwin@oglethorpe.k12.ga.us</a>	Bd. Ed.	Dec. 31, 2019	05/01/14
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**Ms. Kathryn Ames**, Director  
[kames@athenslibrary.org](mailto:kames@athenslibrary.org)  
 (706)613-3650

**Ms. Tiffany Speed**, (serves as Secretary of Board)  
 Oglethorpe County Library Branch Manager  
[tspeed@athenslibrary.org](mailto:tspeed@athenslibrary.org)  
 (706)743-8817

**Ms. Donna Brumby**, Extension Librarian  
[dbrumby@athenslibrary.org](mailto:dbrumby@athenslibrary.org)  
 (706)613-3650



Approved 1/21/15

**Minutes of the Oglethorpe County Library  
Board of Trustees Meeting  
October 15, 2014**

**Present:** Chair Jean Westmacott, Kate DeWolf, Alice Hughes, Tom Gresham, Howard Shapiro, Bill Cabaniss, Miriam Shook, Phyllis Jackson, Assistant Director of Regional Services Donna Brumby, Branch Manager Tiffany Speed

**Members Not Present:** Katie Baldwin, Brenda Moody, Donna Boggs

**Call to Order:** Jean Westmacott

**Approval of July 2014 Minutes:** Motion by Tom Gresham 2<sup>nd</sup> Howard Shapiro

**Branch Manager's Report:** Please see attached Branch Manager Report.

**Regional Reports:** Donna reported that Mrs. Ames was unable to attend the meeting due to a mandatory meeting with auditors at the main branch. GPLS is starting a new incentive of encouraging parents to read 1,000 books to children before Kindergarten and the state library will be providing book lists, promotional materials and book logs. Staff Development Day will be on November 11, 2014 and all libraries will be closed that day for staff training. Donna reported that GPLS has set a goal for every Georgia Public Library Service employee to receive 10 hours of training each year. She also told members that next week is Friends of the Library week and encouraged everyone to remember and mention everything that our Friends group does for the library. Donna also asked Tiffany if the Broadband service upgrade had been completed to which Tiffany said it was completed in July and increased from 4.5mb/second to 50mb/second. Donna did inform members that this service was provided by the state and we did not have to pay for the upgrade. She indicated that Oglethorpe should begin to see an increase in computer usage. Tiffany added that she had already seen increased usage of the computers.

Donna also reported that the E-rate check that the library has received to help pay for the phone bill will slowly be reduced down with this year being cut 25% so the library will need to begin to pay for the entire phone bill over the next few years. She also mentioned that the state did approve another MR&R grant for the purchase of electronic devices for the public libraries with the due date of tomorrow for orders. This grant is on a per capita basis for funds.

(Green Sheet) Donna reported that we are a quarter of the way through the fiscal year and revenues are a little behind, but generally the cities wait until the first of the year once they have collected taxes before sending out checks. The other charges are all a little ahead of schedule. Donna did tell Board Members that anytime they have any question(s) that they can contact Mamie Simonds in the business office at the Athens branch.

**2014-2018 Strategic Plan:** (Yellow Sheets) Tiffany reported that the latest version of the plan now includes an estimated time frame to introduce or accomplish each individual objective and/ or goal. She reported that while some are pushed to 2018, many are going to begin immediately in the fall or winter, while some have already been completed. She also explained that the last sheet is a measurement that includes the end of year statistics of the FY13 and FY14 and the following 2014-2018 statistics will be added each year along with the annual percentage of change, which will hopefully meet or exceed the annual goals. Tom Gresham made a motion to approve the Strategic Plan with a 2<sup>nd</sup> by Howard Shapiro and all approved unanimously.

**FY2015 Budget:** Jean reported that there was a different amount than what is actually reported on the green sheet. She indicated that under revenues, Mamie gave her the amount of \$56,338.85 from Oglethorpe County

Commissioners which is a 1% increase from last year that was approved by the BOC. She also understood that the city of Arnoldsville would be contributing closer to \$2,000.00, but she said that would need to be checked on prior to the approval of the budget. Jean also indicated that less would need to be transferred from the reserve due to the fact that there was a miscalculation in the wages and benefits expenditure which should have been \$70,838.00 instead of \$72,437.00. With these calculations, the deficit would be \$2,552.14, a reduction of FY14. Donna indicated that she was leery of having members approve a budget that was not in writing. Jean suggested that members provisionally approve the budget pending the corrections from Mamie so that employees could go ahead and receive their wage increase instead of prohibiting the pay increase until the next Board meeting. Howard Shapiro made motion and 2<sup>nd</sup> by Phyllis Jackson. All approved. Donna also indicated that they could revisit the budget at the next meeting as well. Jean also indicated that sometime between now and the next meeting she would get the corrected version from Mamie and email it to all the Board Members so they can see the changes that have been made.

**Resignation of Board Member:** Jean reported that Sam Nash had resigned from his position on the Board due to his increased work schedule. Due to his resignation, the Library Board had two open positions.

**Expired and Vacant Board Terms & Election of New Vice President:** Jean reported on behalf of the nominating committee who met and reviewed the applications for Board Members and then delivered them to BOC. These two applications were in addition to the application of Elizabeth Tanner's whose application was delivered in June. The BOC met on October 6 and selected Bill Cabaniss and Phyllis Jackson. Jean indicated that Phyllis will fill the open position with a term expiring on December 31, 2019 and Bill will fill the unexpired term of Sam Nash due to expire on April 30, 2015 in which case, he can choose to serve an additional five year term. Jean also confirmed that Brenda Moody had agreed to serve an additional term which will expire December 31, 2019. She also reported that the committee had to select a candidate for the office of Vice President which was left vacant by the resignation of Sam Nash from the Library Board. The committee selected Kate DeWolf as the nominee for Vice President. Jean opened the floor for additional nominations and for the vote for Kate to assume the position. Howard voted to confirm the appointment and all members were in favor with no opposition.

**Review of hour changes, employee hours and rate of pay:** Jean reported that the Board had eliminated the position that was held by Travis Perkins when he resigned to go to London. She indicated that by eliminating that position that the Board was able to increase the wages of part time employees to \$8.00 per hour and increase their hours to 16 per week. She also indicated that the custodian who works 6 hours per week would receive a yearly increase of \$100.00 while substitutes who work on an as needed basis would receive an increase to \$7.70 per hour. Jean also reported that the library hours were Monday, Wednesday, and Friday 10:00am-6:00pm as usual, Tuesday and Thursday 10:00am-8:00pm instead of 9:00pm, closing also on Sundays, but remaining open as usual on Saturday 10:00am-2:00pm. Jean also stated that if anything should change that we would be happy to reopen for those times that were eliminated. Tom asked if Tiffany had heard feedback from patrons concerning the reduction of hours. Tiffany stated that she had heard several patrons' disappointment in regards to the elimination of the Sunday hours, but she had heard nothing in regards to closing earlier in the evening. Donna indicated that this particular question pertaining to the hours would be added to the patron satisfaction survey that would be in November.

**Friends of the Library Fall Pledge Drive:** Tom reported in efforts to raise more money, the Friends had started a pledge drive simply asking for donations. He indicated that there would be an article in the newspaper along with the pledge drive form. Tiffany reported that the pledge drive form along with a letter has already been mailed to all current and past Friends of the Library members. He also stated that the idea was to have every member of the Board and FOL raise at least \$100 by handing out pledge forms to friends or however they

wanted to handle it. Jean also reported that Ralph Maxwell also made his contribution by not charging the Friends organization for reproducing the pledge form in the newspaper. She also stated that he agreed to run the form in the newspaper twice, once with the article by Jessica Colquitt that will be written explaining about the budget cuts and how the library depends heavily on Friends of the Library contributions to hold programs, and once a couple of weeks later.

**Next Meeting:** Wednesday, January 21, 2015. Jean also requested that all members be present for this meeting so that a photograph can be taken of the full Oglethorpe County Library Board and have it published in the newspaper.

**Adjournment:** Howard Shapiro made motion, 2<sup>nd</sup> by Phyllis Jackson and meeting was adjourned.